



# BUILDING PERMITS AND INSPECTIONS

## MEMORANDUM

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**TO:** The Honorable Mayor & City Council  
Jim Martinez, Chief Administrative Officer  
Adrian Ocegueda, Executive Assistant to the Mayor  
Laura Uribarri, Executive Assistant to the Mayor  
Patricia D. Adauto, Deputy CAO for Building and Planning Services

**COPY:** William A. Chapman, Deputy CAO for Financial Services  
David R. Almonte, OMB Director  
Irene D. Ramirez, P.E., Interim City Engineer  
Lisa Elizondo, City Attorney  
Terry Garcia, Asst. City Attorney  
Richarda D. Momsen, Municipal Clerk

**FROM:** R. Alan Shubert, P.E., Director of Building Permits and Inspections *fls*

**SUBJECT:** Fee Increases for Building Permits and Inspections

**DATE:** March 17, 2004

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On December 5, 2003, we received a list of proposed fee increases from Mr. William Chapman, Deputy CAO, with justification for all city services. The increases were based upon the fact that there has not been a fee increase since 1994. The Office of Management and Budget conducted an extensive study of building permit fees and licenses in the fall of 2003 by looking at process flows and interviewing department staff. The steps in processing each permit or license were documented in an attempt to capture all costs associated with it. A determination was then made on whether the City was recovering all costs associated with each permit or license. The fee increases proposed by OMB were proposed on this basis.

The Building Permits and Inspections department reviewed the study done by OMB for the purpose of understanding their findings and revising some fees through combination of fees, addition of fees, and deletion of fees. The reason

for this is to reduce unnecessary work in the department and enhance our service to the customer. A synopsis of the results is this:

- 1) BP&I feels that there would be much efficiency gained by adopting a single permit and fee system for new single family residences and new additions to single family residences. We studied the fees extensively and came up with an alternate to OMB's proposal to include this. The single permit fees were adjusted to decrease the effect of the increases on the smaller new residences (less than \$70,000) and increase the effect on larger residences. A table of values is attached to this memo to document this. In addition, we propose standard rates for valuation of new homes by square footage. These rates are indexed to the values published by the International Codes Council, International Building Code Legacy Building Valuation Data type 5 (V), Column B Average value for single family residence, presently \$49 per square foot for El Paso. The overall effect of our proposal is within 1.1% of what OMB recommends.
- 2) New fees were added to the schedule for some new services provided by the department. These include a fee for Permit by Appointment, which is a service to allow commercial clients with tenant improvement projects to have the plan review done in one sitting by making an appointment with the department. The second new fee proposed is the Customized Plan Review fee. This fee is to provide a service for large commercial and institutional projects, where Planning, Fire, BP&I, Engineering, and possibly the Health department are involved. The plans are reviewed by a committee of involved departments, shortening plan review time to the minimum possible. The third new fee proposed is a fee for Temporary Certificates of Occupancy. These are requested when a tenant needs to move furniture, fixtures, or equipment into a facility prior to completion of construction. This requires a minimum of one additional inspection, and the fee is to reflect additional work required.
- 3) Deleted were the Texas Accessibility Standard fees for plan review, as we no longer perform this service and it is the responsibility of the state. Also deleted were the hourly rate and minimum for plan review. These were replaced by the services offered in (2).
- 4) Attached are copies of the ordinances. A list of ordinances are as follows:
  - Amplification Permit
  - Building & Construction Administrative Code – Valuation for New Residential Homes
  - Building & Construction Administrative Code – Increase Permit Fees
  - Dealers in Second Hand Goods, Coins & Precious Metals License
  - Driveway Permit
  - Grading Permit

Home Occupation Permit  
Hotel & Motel Permit  
Late Payment of Business License  
Licenses – Increase Permit Fees  
Laundries License Fee – Expiration  
Motor Vehicle Dealers License  
Parade Permit  
Parking in Residential District  
Public Swimming Pool License  
Sidewalk Permit  
Sign Permit  
Trailer Court License  
Use of Gas Heaters Permit  
Vendors License

If you have any questions or need more information, please do not hesitate to call me at 541-4557 or Said Larbi-Cherif at 541-4791.

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING TITLE 17 (HOUSING), CHAPTER 17.16**  
**(INSPECTIONS AND CERTIFICATES), SECTION 17.16.020**  
**TO INCREASE THE PERMIT FEES**  
**THE PENALTY BEING AS PROVIDED IN SECTION 17.16.060**  
**OF THE EL PASO MUNICIPAL CODE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That Section 17.16.120 Use of Gas Heaters – Permit Required shall be revised to read as follows:

**17.16.020 Use of Gas Heaters - Permit Required.**

- A.** No person owning, operating or managing any boardinghouse (as that term is defined in the zoning ordinance, Chapter 20.02), apartment house, tenement house, or trailer or tourist camp, trailer or tourist court, or mobile home park or court, if not covered by Section 17.16.010, shall use gas heating (as limited by Section 17.16.040) for rented quarters therein without having a gas heating permit, to be issued and renewed for one-year periods. The fee for issuance and renewal of the permit shall be thirty dollars. The certificate required in Section 17.16.010 shall be required for issuance or renewal of such permit.
  - B.** The requirements of this section shall not apply to a duplex or triplex. "Duplex" as used herein means a multiple-family dwelling, containing two dwelling units. "Triplex" as used herein means a multiple-family dwelling, containing three dwelling units. "Dwelling unit" as used herein means one or more habitable rooms, designed for occupancy by one family for living and sleeping purposes.
  - C.** The permit and certificate required by this section shall not be required for premises on which no rooms or apartments are rented, or offered for renting, as living or sleeping quarters.
  - D.** The permit and certificate required by this section shall not be required for premises in which rooms or apartments are rented, or offered for renting, as living or sleeping quarters, but in which no gas heating appliances exist.
  - E.** In the event an applicant is subject to the provisions of either subsections C or D of this section, the applicant or holder of a permit must file an affidavit with the city comptroller so stating.
  - F.** Such an affidavit shall be verified periodically by a new affidavit upon the request of the city comptroller; and the holder or applicant shall immediately notify the comptroller if any current affidavit ceases to be true.
2. Except as herein amended, Title 17 (Housing), shall remain in full force and effect.

**[SIGNATURES ON NEXT PAGE]**

PASSED AND APPROVED this 6<sup>th</sup> day of April, 2004.


THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor


ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Teresa Garcia  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
R. Alan Shubert  
Director for Building Permits  
and Inspections

ORDINANCE NO. \_\_\_\_\_